

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for Exceptional Children Mental Handicaps Unit	Application Number 82-311	Date Received MAY 28 1982
Application Number		Date Completed AUG 9 1982	
2. Person to Contact Linda Stinchcomb		Working Title Secretary/Typist Senior	Telephone Number 656-2425
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 78		5. Records Series Title (followed by title used in office, if different) Mental Handicaps Program Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Mental Handicaps Unit, Program for Exceptional Children, includes the areas of educable mentally retarded, trainable mentally retarded, severely mentally retarded, specific learning disabilities, behavior disorders and diagnostic and residential programming for severely handicapped. Unit staff are responsible for providing technical assistance to local education agencies in the identification of eligible children and youth, development of appropriate educational programs within the least restrictive environment, in addition to providing assistance in identifying local, regional and state resources for offering a total education program for eligible mentally handicapped students 5-18 years of age.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Providing technical assistance in educable mentally retarded, trainable mentally retarded, severely mentally retarded, specific learning disabilities, behavior disorders and residential programming for severely handicapped. Included are: Subject area files, correspondence to and from system personnel, general correspondence, SDE statewide and selected superintendents correspondence, Resource Manuals, curriculum guides, etc.			
File is arranged: Chronologically by areas above.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>5</u> years.	f. Federal retention instructions	<u>5</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

45CFR100b.734
P.L. 93-380, Sect. 510

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Elizabeth A. Dold</i>	4/2/82	<i>Walker L. Baumgardner</i>	5/27/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>Robert L. Smith</i> 7-29-82
		Secretary of State/Designee	<i>Carroll Hart</i> 7-28-82
		Attorney General/Designee	<i>Joseph Hughes</i> 6-4-82